

## Duluth Cross Country Ski Club Bylaws

Approved: November, 2004

Revised: Jan 2005

### 1.1 Purpose

- a. The Duluth Cross Country Ski Club (DXC) is dedicated to the growth and enjoyment of Cross Country Skiing. DXC supports and conducts activities in Duluth, Minnesota that:
  1. Provide local XC skiers regular opportunities to ski, train, and socialize together,
  2. Make the Club a point of contact for resources and information about XC skiing,
  3. Provide opportunities for skill improvement for all XC skiers,
  4. Encourage young people to XC ski with programs like KidSki,
  5. Preserve, Maintain, and Enhance local XC ski trails,
  6. Foster local XC ski races and athletic advancement for all ages and abilities,
  7. Educate the general public about XC skiing in Duluth.

### 2.1 Membership

- a. DXC accepts membership applications from all students, individuals and families. **There is no age limit.**
- b. DXC membership runs annually, from October 1st through September 30th.
- c. Membership dues are reviewed annually by the board. Monies brought in through memberships dues will be spent in the best interest of the club and cross country skiing in Duluth.
- d. Dues are non-refundable, but may be transferred in special circumstances.

### 3.1. Board of Directors

- a. No Board member will receive compensation for his or her work on behalf of DXC.
- b. Each Board Member will accept responsibility 1) as an officer, or 2) of a committee.
- c. Board members shall oversee the affairs of the club between regular business meetings, make recommendations to the club, and perform such other duties as may be in the best interest of DXC.
- d. The President, President-Elect, Secretary, Treasurer and Past President shall form the Executive Committee. The Executive Committee shall:
  1. Set monthly board meeting and annual membership meeting agendas.
  2. Maintain a five- and ten-year club plan.
  3. Handle emergencies.
- d. Terms of Office
  1. DXC Officers (President, President-Elect, Treasurer and Secretary) serve 2-year terms and will not serve in the same position for more than one consecutive term.
  2. **All DXC Board Members serve 1-year terms. Board Members will not serve in the same position more than three consecutive terms.**

3. If a board member is not able to complete a term, that person will attempt to find his or her replacement.
4. At the end of his or her term, the outgoing board member will present all pertinent documents and information to the appropriate incoming board member.
- e. Board members are expected to attend board meetings.
- f. The Board shall work within DXC's budget. Any deviation will require approval of a majority of DXC membership.
- g. Board members are encouraged to enlist committee members in the execution of their duties. It is, however, ultimately the Board's responsibility to ensure that committees are working properly.
- h. The Board will work harmoniously and politely with each other, with DXC membership and in the best interest of DXC.

3.2 The President will:

- a. Provide leadership for the club and accept responsibility for the smooth operation of the club;
- b. be familiar with club bylaws and attempt to ensure that membership is being represented;
- c. prepare agendas for and preside over board meetings and other official meetings;
- d. work with the members of the Board in devising and implementing goals, policies, and practices aimed at effective, coordinated pursuit of club objectives for the best interests of the club;
- e. act as spokesperson for the club in public and makes presentations;
- f. sign official legal documents of the organization as required;
- g. maintain order at meetings in a fair and impartial manner;
- h. train the President-Elect;
- i. stay on the board at least one year after completion of term in the role of Past President to help smooth transition and provide guidance;
- j. be an authorized check signer;
- k. be expected to spend approximately 3 to 5 hours per month on club duties.

3.3 The President-Elect will:

- a. preside at board and/or business meetings in the absence of the President;
- b. assist President as needed;
- c. be expected to spend approximately 2 to 4 hours per month on club duties.

3.4 The Secretary will:

- a. record minutes of annual DXC General Membership meetings;
- b. record minutes of monthly board meetings;
- c. distribute minutes to the board;
- d. collect and maintain archives of official documents, press releases and minutes from board and committees;
- c. be expected to spend approximately 2 to 4 hours per month on club duties.

3.5 The Treasurer will:

- a. manage the club's bank account;
  - b. write checks as needed by activity coordinators;
  - c. prepare a monthly financial summary;
  - d. prepare annual budget;
  - e. be an authorized check signer;
  - f. ensure that the club is properly insured;
  - g. be expected to spend approximately 3 to 6 hours per month on club duties.
- 3.6 The Sponsorship Board liaison will:
- a. maintain relationships with all local ski shops and trails;
  - b. write grants;
  - c. be expected to spend approximately 2 to 4 hours per month on club duties.
- 3.7 The Communication Board liaison will:
- a. maintain and update regularly the official DXC website;
  - b. prepare and publish a quarterly newsletter;
  - c. respond to general email and written inquiries;
  - d. send out bulk email to club members prior to special events;
  - e. be expected to spend approximately 3 to 5 hours per month on club duties
- 3.8 The Membership Board Liaison will:
- a. regularly check the DXC Post Office box for new applications;
  - b. receive and process new member applications into database;
  - c. prepare and distribute new member packets;
  - d. maintain a supply of paper applications available for distribution;
  - e. oversee an annual recruitment event;
  - f. maintain the lending library;
  - g. be expected to spend approximately 3 to 5 hours per month on club duties
- 3.9 The Outings Board liaison will:
- a. arrange regular opportunities for club members to get together for training and enjoyable outdoor activities.
  - b. be responsible for overseeing all non-snow sporting activities;
  - c. be expected to spend approximately 3 to 5 hours per month on club duties, not including time at outings.
- 3.10 The Races Board liaison will:
- a. oversee DXC sponsored races and race series;
  - b. oversee the weekly Time Trial and Ski Tour events;
  - c. arrange volunteers for DXC and non-DXC races;
  - d. be expected to spend approximately 3 to 5 hours per month on club duties, not including time at race events.
- 3.11 The Social Director will
- a. be responsible for all non-sporting, fun club activities;
  - b. be responsible for the year-end party.

- c. be expected to spend approximately 1 to 2 hours per month on club duties, not including time at social events.

3.12 The Trail Maintenance/Development board liaison will:

- a. represent DXC at city trail use meetings and present reports thereof;
- b. be expected to spend approximately 2 to 4 hours per month on club duties.

3.13 The Past President will:

- a. assist President-Elect in transition to President.
- b. help any other Board member with DXC business, as needed.
- c. be expected to spend 1 to 2 hours per month on club duties.

#### 4.1 Insurance

The Club's insurance through Young and Associates covers members for most Club-related activities. The following items are specifically NOT covered by the insurance (see also page 9 of the policy in Section 4):

- a. non-Club or non-DXC activities;
- b. operation of personal vehicles (individuals using their own vehicles for Club activities and especially carrying passengers should carry a minimum 3<sup>rd</sup> party personal liability coverage of not less than \$1,000,000);
- c. open competitions which are outside the usual scope of cross country skiing; this would include but not be limited to:
  - i) triathlons which involve a component of mountain biking or ski jumping
  - ii) mountain biking
  - iii) road cycling are covered for training purposes only and in no case does the coverage include
  - iv) racing events or time trials.
  - v) For mountain biking, there is only 3<sup>rd</sup> party liability, even if it is a training activity.
- d. **THE CLUB INSURANCE POLICY DOES NOT COVER LOSS OR DAMAGE TO PERSONAL ITEMS.**

If you are unsure about insurance coverage, contact the Club Treasurer for more information.